DOCUMENT RESUME

ED 395 571 IR 017 883

AUTHOR	Cunningham, Ann Marie; Wicks, Wendy
TITLE	Guide to Careers in Abstracting and Indexing.
INSTITUTION	National Federation of Abstracting and Information Services, Philadelphia, PA.
REPORT NO	ISBN-0-942308-38-7
PUB DATE	92
NOTE	115p.
AVAILABLE FROM	National Federation of Abstracting and Information Services, 1429 Walnut St., Philadelphia, PA 19102 ($25).
PUB TYPE	Books (010) -- Guides - Non-Classroom Use (055) -- Reference Materials - Directories/Catalogs (132)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Abstracting; *Career Guidance; Educational Background; Educational Opportunities; Employment Qualifications; *Indexing; Information Sources; Personality Traits; Professional Associations; *Professional Services; Salaries; *Training
IDENTIFIERS	Abstracting and Indexing Services; Indexers

ABSTRACT

This book serves as an overview of the field of abstracting and indexing, beginning by explaining some of the history and terminology of the craft. Other topics include the customary duties of abstractors and indexers, the types of employers that hire them, personal attributes and educational requirements important to success in the profession, training and equipment options, helpful reference sources, salaries, and benefits. Appendices provide a directory of professional abstracting and indexing societies around the world, a list of major conferences of interest to abstractors and indexers, a list of relevant directories and serials, and a 45-item bibliography of recommended readings. (Contains 56 references.) (BEW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****